

## Memorandum

To: All Employees

From: Sandra Hakala

CC: Derek Brindisi

RE: #2 Covid-19 Vacation/Travel Policy & Procedure Update

August 5, 2020

The vacation/travel procedure has been updated today to clarify that the Critical Infrastructure Worker exemption cannot be applied to those who travel from Massachusetts for personal or leisure reasons. Employees must either quarantine or satisfy the testing rule.

Employees leaving Massachusetts to travel out of state, potentially to areas of the country that are experiencing surges in COVID-19 cases, may jeopardize the safety of the workplace. To ensure the health and safety of all employee the following **updated** vacation/travel procedure will be exercised:

- Employees will notify their supervisor of personal travel outside the region, or to COVID-19 hotspots
- If an employee travels to a part of the country subject to the Governor's travel advisory (i.e., outside of New England (excluding RI), New York, and New Jersey), and is asymptomatic the employee will be required to:
  - **self-quarantine for 14 days** prior to returning to work
  - **OR**
  - **self-quarantine until a negative COVID-19 PCR test is produced** that has been **administered 5 days after arrival** back in Massachusetts (this is more restrictive than the MA travel order)
- Employees will be required to use **earned vacation time** and will not be eligible for paid leave under the EPSLA
- Vacation requests will be approved or denied based on operational impact resulting from the post-travel quarantine requirement.

Also, the state Department of Public Health announced Tuesday evening that, starting on **Friday, Aug. 7, Rhode Island will be removed** from a list of eight low-risk states exempt from the travel order. The restrictions do not apply to travelers who are only passing through an affected state, officials said when they unveiled the policy, and employees who are crossing state lines to get to an office or work site also do not need to quarantine.